



FOOD RESOURCES COORDINATOR

Are you interested in using your business development or sales experience to make the difference in the lives of 116,000 Alameda County residents every month? Do you strongly believe that no man, woman or child in Alameda County should go to bed hungry? If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

The Food Resources Coordinator is an experienced and highly motivated individual responsible for growing the local donations segment of our food procurement pipeline through the implementation of an effective solicitation strategy. The right candidate will adeptly use analytics to evaluate process and progress, and be able to easily foster and grow relationships with corporate and local donors.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving one in five Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. The distribution of 31 million meals annually, through partnership with 200 community organizations, is the core of our efforts – which also include nationally-recognized advocacy and outreach programs, nutrition and wellness education, research, and partnerships in healthcare and education. We have received Charity Navigator's top rating for 11 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE SKILLS AND ABILITIES

- Demonstrated skills in developing and fostering business relationships. Excellent customer service. Background in the food industry preferred.
- BA/BS in Business or a minimum of four years relevant work experience in business development, sales, marketing, non-profit or food industries.
- Excellent oral and written communication skills. Ability to communicate both internally and externally at multiple levels of an organization — including a combination of electronic, face-to-face and telephone conversations.
- Ability to work independently at times, but also thrive in a team environment.
- Ability to handle occasional spikes in workload due to month-end requirements.
- Good computer skills (ACCESS/MS Office/Outlook/Calendaring) with the ability to accurately run reports and analyze findings.
- Experience with ERP systems. Microsoft Navision/CERES preferred.
- Valid California Class C Driver's License, insurable driving record, and access to reliable transportation. Travel within Alameda County required on a weekly basis.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- A roll up your sleeves, can-do attitude!
- Strong work ethic with an orientation towards constant innovation and process improvement.
- Innovative self-starter and problem solver with a bias towards action.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds and circumstances.

PHYSICAL REQUIREMENTS

This work is in an office/warehouse environment with refrigeration. Outside field work will be a part of this position. Physical activities necessary in the performance of this job include:

- Sitting for prolonged periods, mobility to move throughout the food bank in performance of duties.
- Ability to communicate in clear speaking voice in person and over the phone.
- Ability to interpret instructions, questions when asked.
- Ability to use a computer.
- Ability to analyze information.
- Social skills to facilitate assignments.

This is a full-time non-exempt position. The starting salary range for this position is \$24.79 to \$25.61 per hour (\$48,340 to \$49,939 per year) depending on experience. We offer an outstanding benefit package including:

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage.
- 403(b) plan available on the first day with employer match after one year of service.
- Employee Assistance Program: 100% coverage for employee and dependents.
- Generous vacation, sick and holiday leave accruals.

If you meet these qualifications and want to join our mission, please send your *resume and cover letter* through our careers page located at <https://www.accfb.org/about-us/careers/>

Due to high volume from our open positions and our limited capacity, we are unable to accept phone inquiries at this time. Thank you for your interest!

ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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